



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

Policy and Procedure

POLICY AND PROCEDURE
NUMBER

01.01.080

PAGE

1 of 2

EFFECTIVE DATE

February 13, 2015

SUBJECT

**Correspondence and Information
Dissemination**

SUPERSEDES

01.01.080

DATED

December 1, 1992

CHAPTER

**Office of the
Commissioner**

SECTION

Delegation of Authority

APPROVED BY

Signature on File

LEGEND

- F - Final Authority
- R - Final Authority may be Redelegated
- E - Endorsement Required
- C - Consultation, Coordination, and/or Evaluation Required
- * - May not be Performed by Person Temporarily Acting in this Position

NOTE: In case of absence, Final Authority "F" may be delegated

	Commissioner	Deputy Commissioners	Chief Contracts Officer	Admin Services Director	State Maintenance Engineer	Program Development Director	Chief Engineer	MSCVE Director	AIAS Director / AIA/FIA Managers	AMHS General Manager	Regional Directors (includes Chief Internal Auditor)	Footnotes
<u>Correspondence/Information Transmittal</u>												
- Legislative Correspondence												1,2
• Letters/Memo	F	C										
• Emails	F	C		C		C					C	
• Correspondence/Emails/ Letters with Budget Numbers Need	F			E								
- Finance Committee												
• Sub Committee				F								
• Legislative Budget and Audit	F	C		F/C		C						
• Full Finance Committee	F			E								
- Legislation Position Paper	F			C		C						
- Fiscal Note				F								
- U.S. Congressional Delegation	F	C										1,2
- Other Gov's D.C. Office Communication	R	F/C	F	F	F	F	F	F	F	F	F	1,3
- Letter for Gov.'s Signature	F											
- Other Commissioners	F											
- Ombudsman Response	R	F/C	F	F	F	F	F	F	F	F	F	4,3
- Public Records Request (Freedom of Information)	R			F								
- AG Formal - Legal Opinion Request	F											
- Federal Agency Policy Matter	FR	F/C		F		F	F					1

1. Copies to legislative liaison. See P&P 02.02.020 *Correspondence Procedure*.
2. Verbal communications - all sensitive or controversial matters must be summarized in an email to the legislative liaison. Copy to Statewide Administrative Services and Program Development on budget related matters.
3. Need governor's DC Office approval before sending.
4. Consult with Human Resources Section if complaint involves personnel matters.

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– Routine Federal Correspondence • ROW • Civil Rights • Bridges • STIP • Environmental • Contracts • Safety • Forrest Service – Press Release – Department Policy Matter	R F	R	F	F	F	F	F F	F			F	1,2
1. Consult with Human Resources Section if complaint involves personnel matters. 2. Cannot be re-delegated to position below section chief.												